

UNITED STATES GOVERNMENT

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# Memorandum

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TO : Chief, Logistics Services Division, OL      DATE: 29 March 1963

FROM : Deputy Chief, Mail and Courier Branch, LSD/OL

SUBJECT: Monthly Activity Report - Mail and Courier Branch

## 1. GENERAL

### a. Special Services Provided by the Mail and Courier Branch

The Mail and Courier Branch received and serviced 1013 requests for special service during the month of March 1963.

### b. Publishing of Mail and Courier Branch Scheduled Runs.

Copies of the Mail and Courier Branch scheduled runs will be presented to [REDACTED] C/LSD/OL on Tuesday, 2 April 1963 at the next meeting of the members of the Mail and Courier Task Force. Copies will be available for all members of the Task Force.

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### c. Operation of Conveyor and Tube Systems

Though all three systems are now in full operation, the maximum capability of the tube system is not being fully utilized by the using components. The three systems are now operating at approximately 15% of the volume anticipated prior to installation of the systems. A total of 67,174 carriers were handled by the three systems during the month of March 1963.

The A system received 48,998 carriers

The B system received 13,129 carriers

The C system received 5,047 carriers

During the month of March 1963, 244 requests for service were received by the Carrier Maintenance Section. 88 carriers were repaired at an average

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cost of material of \$2.14 per carrier. The Carrier Maintenance Section repaired 15 expansion joints and strengthened by taping 73 additional expansion joints.

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d. New Requirements Placed on the Mail and Courier Branch

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On 1 March 1963, this office received a request from [REDACTED] Supply Division/OL for a pick up twice monthly from [REDACTED] for delivery to ADPD Central Bldg. This pick up must be made at 1630 hours and delivered by 1730 hours the same day. Service was initiated on 22 March 1963.

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2. OTHER ITEMS OF INTEREST

a. Transfer and Resignation of Mail and Courier Branch Employees

During the month of March 1963, 2 employees of the Mail and Courier Branch were transferred to NPIC. Both of these employees transferred to courier positions with NPIC.

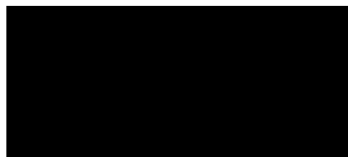
b. New Employees assigned to Mail and Courier Branch

Two couriers and one Carrier Maintenance mechanic were assigned to the Mail and Courier Branch during the month of March 1963.

c. Installation of Fluoroscope Machine in R & S Building

There has been no change in the status of the Fluoroscope Machine in 1231 R & S Bldg. Operation of this machine is still being held up pending approval by the Office of Security and Medical Staff.

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OL/ISD/M&CB: [REDACTED] (28 March 63)